



Missouri Department of Transportation Summary of Benefits of Salaried Employees

Program	Benefit				
Salary	<p>Each full-time salaried job is assigned a salary grade consisting of a minimum salary, a series of salary steps, and a maximum salary. Beginning salaries are based on education, training, and experience related to the position. Employees are considered for a performance increase each year, if:</p> <ul style="list-style-type: none"> a. funding is available, and b. their job performance warrants an increase, and c. employee meets service criteria <p>until they reach the maximum salary for that position. Additional market rate adjustments may also be provided depending on the availability of funds. These salary increases may be provided annually, generally effective July 1.</p>				
Overtime	<p>Many of the department's jobs, including some professional level positions, are paid overtime and/or earn compensatory credit at either a straight time or time and one-half rate.</p>				
Annual Leave	<p>Annual leave can be transferred from other Missouri state agencies if transferred within 30 days after terminating from the payroll of the other agency. Annual leave is earned and accumulated at variable rates based on length of service.</p> <p>The rates of earning annual leave and maximum accumulation for full-time salaried employees are:</p> <ul style="list-style-type: none"> a. Less than 10 years creditable service: Annual leave is earned at the rate of one and one-fourth days (10 hours) per month (15 workdays per year) and may be accumulated not to exceed 30 workdays. b. 10-15 years creditable service: Annual leave is earned at the rate of one and one-half days (12 hours) per month (18 workdays per year) and may be accumulated not to exceed 36 workdays. c. 15+ years creditable service: Annual leave is earned at the rate of one and three-fourth days (14 hours) per month (21 workdays per year) and may be accumulated not to exceed 42 workdays. 				
Sick Leave	<p>Sick leave may be restored or transferred into the department in an unlimited amount by individuals previously employed by the department or other Missouri state agencies if they assume employment within five years after terminating from the payroll of the department or other agency. Full-time salaried employees earn sick leave at the rate of one and one-fourth days (10 hours) per month. Employees are allowed to accumulate unlimited sick leave. Unused sick leave balances at the time of retirement should be converted to creditable service for computing a retirement annuity.</p>				
Holidays	<p>Full-time salaried employees receive 12 paid holidays per year.</p>				
Medical Insurance	<p>Medical insurance coverage is provided at no cost to department employees. Insurance for dependents is available for the following monthly premiums:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Employee + Spouse - \$131</td><td style="width: 50%;">Employee + Family - \$151</td></tr> <tr> <td>Employee + 1 child - \$70</td><td>Employee + 2 Children - \$140</td></tr> </table> <p>Preferred Provider 90%/10% Plan or Non-Participating Provider 80%/20% Plan – There is a \$300 deductible per participant per calendar year. The Employee + Family plan has a maximum deductible of \$900 per calendar year.</p> <p>Prescriptions are covered 70% after a \$75 deductible per individual with \$5 minimum co-pay. Generics are mandatory.</p> <p>Employees and enrolled spouses are provided a \$300 yearly allowance with no deductible for an annual physical exam. Enrolled children are covered 100% with no deductible through age five for well-baby checks and immunizations.</p> <p>Employees have 31 days from date of hire to enroll themselves and dependents in a medical plan. Coverage will be effective on the first day of the next calendar month following date of employment. Individuals not enrolled during their eligibility period must have a HIPAA qualifying loss of coverage to enroll in the Medical Plan.</p> <p>Dental and/or vision insurance (if available in your area) may be provided at a monthly cost for employee and/or dependent(s).</p> <p>Note: Open Access III and HMO coverage is also available in certain areas of the state at a cost to the employee in lieu of the above coverage.</p>	Employee + Spouse - \$131	Employee + Family - \$151	Employee + 1 child - \$70	Employee + 2 Children - \$140
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Life Insurance	Term life insurance coverage equal to the employee's salary (triple indemnity in the event death is a result from performance of duty as an employee) is provided at no cost to department employees and is generally effective the first day of the month following employment. Other life insurance, both term and whole life, including dependent coverage, is available for an additional monthly fee. Coverage is effective on the first day of the next calendar month following date of employment.
Retirement	The department offers a free retirement plan. It takes five years of creditable service to be vested in the retirement system. The formula for computing a full monthly annuity is: Average monthly salary during the 36 consecutive months when salary was greatest x 1.7% x years and twelfths of years of creditable service. In addition, a temporary benefit is available prior to age 62, if you qualify.
Educational Assistance	The department encourages employees to continue their formal education to further develop their work skills and enhance their ability to compete for promotional opportunities. To accomplish this, the department provides tuition assistance for high school equivalency diplomas, courses at vocational and technical schools, and college courses at the undergraduate or graduate level, including correspondence courses through classroom, interactive television, videotape, computer, and other training sources. Employees must complete the initial six-month probationary period prior to enrollment, not be on written probation for performance problems, and not be on an educational leave without pay.
Experience + Ability = Advancement	Positions in the department are normally filled from within, where possible. This offers more incentive and opportunities for employees seeking advancement. Rate of advancement is determined by the availability of vacancies as well as an employee's education, experience, and job performance.
Deferred Compensation	The department also offers participation in the State of Missouri's optional deferred compensation program. Through deferred compensation, a portion of an employee's monthly salary is deferred into a special account prior to certain state and federal taxes being withheld. This results in a tax saving to the employee as well as a method of saving for retirement. As an incentive for employees to participate in the deferred compensation plan, the state of Missouri contributes \$25 per month to the plan for qualified employees.
Cafeteria Plan	The State of Missouri's cafeteria plan is a formal arrangement by which employees may choose to have a portion of their salary redirected to pay for certain benefits without having to pay social security, state or federal income taxes on the amount. The money will directly pay medical, dental, and vision; as well as, establish a trust fund from which employees can later be reimbursed for medical and child/dependent care expenses.
Six-Month Probation	Each salaried employee is subject to a six-month probationary employment period during which performance will be reviewed and a determination reached as to whether the individual will be retained.
Hours of Work	The normal workweek consists of five days, 7:30 a.m. to 4:00 p.m., Monday through Friday. The normal workday consists of eight hours, usually beginning at 7:30 a.m.; however, special conditions or the nature of the job may require work on some other schedule. Flextime is available, if approved by the supervisor.
Professional Exams	With prior written approval, employees may be granted paid time off to take a job-related registered professional examination such as the Professional Engineer (PE) or Engineer-in-Training (EIT), Missouri Bar, Certified Public Accountant, Professional Appraisal Designation, Land Surveyor, etc. The department will reimburse employees for study or refresher courses taken in preparation for department required certifications. Reimbursement is made after the employee has successfully passed the appropriate examination.
Professional and Technical Registration Fees and Dues	The department will reimburse employees for their annual renewal fees or dues for: Professional Engineering Registration for Missouri, Real Estate Appraisal, Missouri Bar Association, Registered Land Surveyor, and National Institute for Certification in Engineering Technologies (for jobs requiring NICET certification). The department may reimburse employees for renewals of other selected job-related professional and technical registration fees that are not required in their job specification. The department will reimburse employees for study or refresher courses taken in preparation for department required certifications. A graduate engineer, regardless of current job title, can receive reimbursement for taking the professional engineer refresher course. For jobs other than those requiring professional engineering certification, reimbursement will be paid only for those jobs which require certification on the job specification. The department will not pay for preparation for the Engineer-in-Training (EIT) exam. The department will also reimburse employees for one-half of the membership fee for one job-related organization, not to exceed \$100 per calendar year. These are for organizations that are not a direct requirement of an employee's job, but are related to the employee's field of expertise.
Employee Assistance Program	The department, through the Employee Assistance Program (EAP), provides advice and counseling on a variety of personal and emotional issues at no cost to the employee, subject to program provisions.
Disability Benefits	The department provides disability benefits to employees if they become disabled. Employees could receive 60% of their pre-disability salary for long-term disability and 70% of their pre-disability salary for work-related disability for a qualifying medical condition. Disability coverage is provided to departmental employees at no cost.